

Custodial, Labor and Trades Group  
Labor and Trades Supervision Series

**BUILDING MAINTENANCE SUPERVISOR**  
7/82

### *Characteristics Of The Class*

Under general supervision, plans, assigns, supervises and participates in the maintenance and repair of buildings and related equipment; and performs related work as required.

### *Examples Of Duties*

Supervises the maintenance and repair of buildings, evaporative and refrigerated air conditioning, heater units, and related equipment; supervises the operation and installation of building equipment, such as boilers, chillers, pumps and other associated machinery; supervises custodial activities; makes inspections of buildings and surrounding areas.

Maintains desired humidity and temperatures in buildings; supervises and performs major and minor repairs to emergency electric generators and related equipment.

Plans, assigns, and reviews the work of assigned personnel and evaluates their performance; trains and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures; makes recommendations on personnel changes; interviews new applicants.

Confers with building tenants and makes recommendations on maintenance practices; makes budget item and capital expenditure recommendations for general maintenance; keeps records and prepares reports as required.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and six years of progressively responsible experience in the maintenance of buildings and building equipment, including experience in air conditioning and heating, and two years of supervisory experience in building maintenance and mechanical maintenance experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, procedures, materials and techniques used in the maintenance and repair of buildings and related equipment; considerable knowledge of air maintenance equipment, controls and related equipment; considerable knowledge of the hazards and safety precautions of the trade.

Ability to perform maintenance and repair on a wide variety of building equipment; ability to perform manual work; ability to read and interpret blue prints, plans, and specifications; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to keep records and prepare reports.

*Physical Requirements:* Lifting and carrying of heavy loads ranging from 50 to 100 pounds; climbing, standing, walking, stooping, and bending.

*Licenses and Certificates:* Texas Operator's License.

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Director of Personnel

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Department Head